LIMITED TYPE B SUPERINTENDENT CERTIFICATION REQUIREMENTS & INSTRUCTIONS

REQUIREMENTS

An applicant must be sponsored by an Alaska school district in order to gain a Limited Type B Superintendent certification. In addition, to be eligible for a Limited Type B Superintendent certificate, all applicants must have the following:

- A master's degree or higher from a regionally accredited university
- ❖ At least five years of employment in an administrative position
- Two professional recommendations verifying length of experience and expertise

Meeting the requirements above will qualify the applicant for a one-year certificate that can be extended for a total of five years. To extend a Limited Type B Superintendent certificate beyond one year, the applicant must satisfy the additional requirements within the indicated time period described below:

To extend the one-year certificate for an additional year, the applicant must:

- Enroll in an approved superintendent endorsement program; and
- Complete an educator evaluation coursework from a regionally accredited university.

To extend a two-year certificate for an additional year, the applicant must:

- Show progress in an approved superintendent endorsement program;
- Complete three semester hours of an <u>approved Alaska studies</u> course; and
- Complete three semester hours of an <u>approved Alaska multicultural</u> course.

To extend a three-year certificate for an additional two years, the applicant must:

Complete an approved superintendent endorsement program.

INSTRUCTIONS

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Education & Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

~NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at text-align: certification or online at https://education.alaska.gov/TeacherCertification/ContactChange/.

Ethnicity & Definitions

Check the box that most appropriately applies to you.

- African American: A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- Alaska Native: A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one- quarter blood derived from these ancestors. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.
- American Indian: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Caucasian: A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races**: A person who primarily identifies their ethnic heritage with more than one subgroup.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION REQUIREMENTS & INSTRUCTIONS

BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering "yes" or "no" to the questions as they apply to you. If the answer to any of these questions is "yes," provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

NOTE: If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

FINGERPRINT CARD

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office **cannot** accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the Alaska Department of Public Safety (DPS) correct the information. To begin the correction process, you must complete and submit a "Request to Correct Criminal Justice Information" form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, the Department of Public Safety (DPS) has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. More information concerning criminal history reports can be located at http://www.dps.state.ak.us/Statewide/background/default.aspx.

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to request a card be sent to you. More information and instructions can be found at http://www.eed.state.ak.us/TeacherCertification/fingerprints.html.

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

FINGERPRINT CARD EXCEPTIONS

If you currently hold an Alaska teacher, administrative, or special services certificate and are currently employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you have any questions concerning employment verification or a previous background check, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

NOTE: If your application is submitted without a complete fingerprint card or an acceptable alternative, your application will be returned unprocessed.

POSITIONS HELD

List positions held. Provide the information requested concerning each position. Attach an additional sheet of paper if necessary.

If the certificate for which you are applying has an experience requirement, your application must provide sufficient evidence of the required employment. If your application does not contain the necessary information, your application will be returned unprocessed. The experience requirement cannot be satisfied by substitute teaching.

Experience requirement: Unless otherwise specified, teaching or administrative experience must have been accrued in a state approved or accredited school while holding the appropriate certification.

Calculating the Full Time Equivalency (FTE): For a full-time position lasting a year, the FTE would equal one. For a half-time position lasting a year, the FTE would equal 0.50 or one half. For a half-time position lasting for half a year, the FTE would be 0.25 or one quarter.

Employment Outside of Alaska: If any of the certified positions you are using to satisfy the employment requirements were held in a state other than Alaska, a copy of the certificate from the state where the employment was completed must be included with your application. The out-of-state certificate must have been valid during the employment period.

RECORD OF TRAINING

List all the colleges/universities you attended to complete your degree(s). Attach an additional sheet of paper if necessary. Official transcripts of documenting your bachelor's and master's degrees must be submitted with the application. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

Coursework Requirements

If you have completed the required Alaska studies, Alaska multicultural, and/or educator evaluator coursework, provide the requested information. If you have not completed the coursework, indicate the courses you plan to take and the anticipated dates of completion. These courses are required for the extension of your one- and two- year certificate.

~NOTE: Request the transcripts be sent to directly to you to include with your application packet. Official transcripts and/or foreign evaluations may be opened, but not marked on in any way. Unofficial, photocopied, electronic or faxed transcripts or evaluations will not be accepted. Do not request universities to submit transcripts directly to the Teacher Education & Certification Office. If your application packet is missing any of your transcripts, your application will be returned unprocessed.

MANDATORY TRAINING

You must have completed the four mandatory trainings within the five years prior to the date of application. Provide the following information concerning each of mandatory trainings. More information and the Mandatory Training Record Form is available at https://education.alaska.gov/teachercertification/mandatorytraining.html

CERTIFICATE CHECKLISTS

You must satisfy all requirements listed in this section in order to qualify for certification. You must include all the items on the checklists that apply to the type of certificate for which you are applying in a single application packet. Review your application packet for completeness before submitting it to the Teacher Education & Certification Office.

If you have questions about the requirements, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

"NOTE: If you have not met all of the requirements listed in this section or your application packet is missing any of the required items or any item is incomplete, your application will be returned unprocessed.

EXTENSION REQUIREMENT CHECKLISTS

These checklists describe the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office in order to have your certificate extended. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate.

FEE SCHEDULE & ONLINE PAYMENT CENTER

The certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a credit card via the DEED Online Payment Center, cashier's check or a money order (payable to EED). **Personal checks will not be accepted.**

If paid for via the payment center (https://education.alaska.gov/TeacherCertification/PaymentCenter), include the EED Payment receipt with your application.

SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development Teacher Education & Certification 801 West 10th Street, Suite 200 PO Box 110500 Juneau, AK 99811-0500

SCANNED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.

NOTES:

- If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.
- If you would like your original documents returned, you must include a self-addressed, stamped envelope with your application packet.
- We recommended that you send your complete application packets to the Teacher Education & Certification Office using one of the many tracking options that are available.

TIP: IT IS ADVISABLE TO KEEP A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION

ADMINISTRATIVE APPLICATION

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Alaska public school district: _______, beginning contract date: ______

LIMITED TYPE B SUPERINTENDENT CERTIFICATION ADMINISTRATIVE APPLICATION

ALASH

If yo	GERPRINT CARD (Insulation of the community of the communi	one (1) finger	print card, Form FD-			• •	e following checklist
	Fingerprints must be	rolled by a tra	ined technician.				
	The technician must s	sign and date	the card in the appro	opriate	space.		
	All personal informat	ion below mu	st be filled in:				
	☐ Signature		Gender		Race	□ Date	of birth
	☐ Residence		Height		Eye color	☐ Place	of birth
	☐ Citizenship		Weight		Hair color		
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List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Attach an additional sheet of paper if necessary.

Degree(s) Earned	College or University	City, State	Major/Program	Dates Attended YY / YY

NOTE: Your official transcripts must show the completion of at least a master's degree from a regionally accredited university to qualify for a Limited Type B Superintendent certification.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION Administrative Application

POSITIONS HELD (Instructions on page 3)

Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

Year(s)	Days per Year	School, District or Organization	City, State	Phone Number	Position/Title	FTE

A Limited Type B Superintendent certificate requires at least five (5) years or five (5) FTE of employment in an administrative position.

MANDATORY TRAININGS

In order to qualify for a certificate issued on and after June 30, 2017, you must have completed the four mandatory trainings within the five years prior to the date of application. In the table below, provide the name of the training provider and the date of completion for each of the mandatory trainings. You must provide supporting documentation with your application: e-Learning certificates, Mandatory Training Record Form, or transcripts with an approved class.

Mandatory Trainings	Training Provider (District or Organization)	Date Completed MM / DD / YY
Sexual abuse awareness and prevention		
Suicide awareness and prevention		
Alcohol or drug related disabilities		
Dating violence awareness and prevention		

REQUIREMENT CHECKLISTS (Instructions on page 3)

You must include all of the items required for the certificate for which you are applying in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet. Photocopied or faxed applications will not be accepted.

All Applicants: Minimum Requirements for Initial One-Year Certificate Complete Application (page 5-10) Make sure all sections of the application are complete. Mail the complete packet to the Teacher Education & Certification Office at the address provided at the bottom of page 4. For additional information, see instructions on page 1-4. Record of Training (page 6) Official transcripts verifying a Master's Degree or higher, from a regionally accredited institution Official transcripts reflecting all coursework and degree(s) must be submitted with the application. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. Unofficial, photocopied, faxed, scanned or electronic documents will not be accepted.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION

ADMINISTRATIVE APPLICATION

Positions Held (page 6) Verification of five years of administrative experience The "POSITIONS HELD" section must list all previous and current administrative positions. A minimum of five years of experience is required for the Limited Type B Superintendent certificates.
Recommendation Form Letters (page 12 & 13) Two Professional Recommendations Each recommendation must verify the length of experience in an administrative position and the level of expertise in the seven required areas. The required areas are listed on form letters provided on page 12 and 13 of the application. Each letter of recommendation must include contact information for the author.
District Request and Assurance (page 14) The District Request & Assurance form must be completed by the school board chairperson of the Alaska public school district that intends to employ you as the superintendent.
 Mandatory Trainings Evidence of the completion of the four mandatory trainings during the five years prior to applying for certification. The following documents will be accepted as evidence: ❖ A record of training with signature of district superintendent or appointed designee or a dean of an accredited school of education; ❖ A certificate of completion of a training program approved by EED; or ❖ An official transcript showing the completion of a training course approved by EED.
The Mandatory Training Record Form is available at https://education.alaska.gov/TeacherCertification/forms/Mandatory Training Record Form.pdf .
Fingerprint Card (page 6) You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required information has been provided. -OR-
Previous Background Clearance If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to determine if your previous background check can be used for this application. (More information on page 2.)
Notarization (page 10) The "Notarization" section of the application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
Fees & Online Payment Center T The certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a credit card via the DEED Online Payment Center, cashier's check or a money order (payable to EED). Personal checks will not be accepted.

EXTENSION REQUIREMENT CHECKLISTS (Instructions on page 4)

EED Payment receipt with your application.

The following checklists describe the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office in order to have your Limited Type B Superintendent certificate extended. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate. If you have satisfied these requirements, submit the corresponding documents with your application or as soon as possible.

If paid for via the payment center (https://education.alaska.gov/TeacherCertification/PaymentCenter), include the

LIMITED TYPE B SUPERINTENDENT CERTIFICATION ADMINISTRATIVE APPLICATION

DUF	RING YEAR ONE		
	der to have your Limited Type B Superintendent certification	ate to be valid beyond year one	, you must meet the following
	Verification of enrollment in a state-approved Superaccredited institution. The preparing institution must of form must be submitted to the Teacher Education & Conference (Form provided on page 15.);	omplete the Proof of Program	Enrollment Form. The original
	State Approved Superintendent Endorsement Program	n	
	College or University		Enrollment Date
	Official transcripts from a regionally accredited instit educator evaluation coursework approved by the dep	artment; and	g of three semester hours of
	Educator evaluation coursework (three semester hou	<u> </u>	
	College or University	Course Number	Completion Date
	Verification of continued employment with the sponse Provide a signed copy of your contract for the current at of your school board attesting to your employment with the YEAR TWO	and following school years or a	letter signed by the president
	der to have your Limited Type B Superintendent certifica irements:	te to be valid beyond year two,	you must meet the following
	Verification of continued enrollment in a state-appr regionally accredited institution. The preparing institut be submitted directly to the Teacher Education & Certific provided on page 15.);	ion must update the Enrollmen	t Form. The updated form can
	Official transcripts from a regionally accredited ins Superintendent Endorsement Program;	titution showing substantial	progress in completing the
	Official transcripts showing the completing of three se and three semester hours of approved Alaska studies	coursework; and	ska multicultural coursework
	APPROVED Alaska studies coursework (Three (3) sen	nester hours)	
	College or University	Course Number	Date/Anticipated Date of Completion
		-	
	APPROVED Alaska multicultural coursework (Three (College or University	3) semester hours) Course Number	Date/Anticipated Date of

 $\hfill \Box$

Provide a signed copy of your contract for the current and following school years or a letter signed by the president of your school board attesting to your employment with the district.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION ADMINISTRATIVE APPLICATION

DURING YEAR THREE	
In order to have your Limited Type B Superintendent certifithe following requirements:	icate to be valid beyond year three, you must you must meet
https://education.alaska.gov/TeacherCertification/forms teacher preparation program outside of the United State	ed with this application. The form is available at /StateApprovedProgramVerification.pdf. If you completed your tes, a complete, original Foreign Evaluation must be submitted
with your application. Photocopies/faxes will not be a Official transcripts from a regionally accredited i Superintendent Endorsement Program; and	nstitution showing the completion of a state-approved
☐ Verification of continued employment with the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse Provide a signed copy of your contract for the sponse Provide a signed copy of your contract for the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse Provide a signed copy of your contract for the current of your school board attesting to your employment with the sponse provide a signed copy of your school board attesting to your employment with the sponse provide a signed copy of your school board attesting to your employment with the sponse provide a signed copy of your school board attesting to your employment with the sponse provide a signed copy of your school board attesting to your employment with the sponse provide a signed copy of your school board attesting to your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your employment with the sponse provide a signed copy of your em	and following school years or a letter signed by the president
orincipal. To be a teacher in Alaska, you must have a valid teach named an Alaska, you must hold a provisional or regular Type B Admin order to maintain a Limited Type B Superintendent Certificatement Checklists (page 9) must be satisfied. If the reconstruction will expire. To reinstate an expired certificate, the	cate, the requirements and timeline described in the Extension quirements and timelines are not satisfied by the applicant, the
NOTARIZATION The application must be signed and dated by the applicant ir	the presence of a Notary Public or Postmaster. The application ublic is not available to you, a Postmaster may sign, date, and
I have read the <i>IMPORTANT NOTES</i> concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application.	State of(Date) (Name of Applicant) appeared before me whose identification I have verified
I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.	on the basis of (Type of Photo ID) to be the signer of this application and they acknowledged that they signed it.

(Date)

Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov

(Signature of Applicant)

(Signature of Notary)

My commission expires:

LIMITED TYPE B SUPERINTENDENT CERTIFICATION ADDITIONAL DOCUMENTS DIRECTIONS

APPLICANT DIRECTIONS:

In order to qualify for certification, you are required to submit additional documents. For each of the forms provided, follow the directions below:

- 1) Complete the APPLICANT INFORMATION section the top of each form.
- 2) Leave the remaining sections of the form blank.
- 3) Send or provide the form to the appropriate individual or entity to complete. Once the form is complete, it needs to be returned to you or your district. All items need to be included in the application packet you send to the Teacher Education & Certification Office.

RECOMMENDATION LETTER DIRECTIONS:

- 1) Provide all of the requested information concerning the applicant requested on the form.
- 2) Sign the letter and provide the other information about yourself, including contact information.
- 3) Return the recommendation form letter to the applicant.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the Recommendation Form Letter, email tcwebmail@alaska.gov for assistance.

DISTRICT REQUEST & ASSURANCE DIRECTIONS:

- 1) Provide all of the requested information concerning the applicant requested on the form.
- 2) Sign the form and provide the other information about yourself, including contact information.
- 3) Return the district request & assurance page to the applicant.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the District Request & Assurance form, email tcwebmail@alaska.gov for assistance.

PROOF OF PROGRAM ENROLLMENT & PROGRAM VERIFICATION FORM DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the Proof of Program Enrollment and Program Verification form provided by the applicant:
 - a) Program Information and/or Standards
 - b) Degree Information (Institutional Recommendation Only)
 - c) Clinical Practice (Institutional Recommendation Only)
 - d) Endorsement Information
 - e) Signature
 - f) Stamp or Seal
- 2) If a stamp or seal is not available, complete all information using blue ink.
- 3) Return the original Institutional or State Recommendation form to the applicant.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the Institutional or State Recommendation form, email tcwebmail@alaska.gov for assistance.

LIMITED TYPE B SUPERINTENDENT CERTIFICATION RECOMMENDATION LETTER #1

APPLICANT INFORMATION

To qualify for a Limited Type B Superintendent certificate, the applicant must obtain two recommendations attesting to their specific administrative skills. The applicant may provide this form to individuals who are able to assess their skill level in the seven specific areas.

ast Name	First Name		M.I.	Last f	our (4) di	gits of So	cial Security	y Number	
						<u> </u>		-	
Mailing Address		City			State	Zi	p Code		
for the applicant listed above listrict. Please provide inforr administrative position.									c schoo
Skill Areas					E	cellent	Good	Fair	Poor
Organizational leadership									
Creation and/or maintenand	ce of an effect	ive work envir	onment						
Program oversight									
Project implementation									
Communication with divers	e stakeholder	groups							
Compliance with established	laws, policies,	orocedures and	good busines	ss practices	5				
Selection, appointment, ove	ersight, review	, and evaluation	on of employe	es					
Vhat are the applicant's stre	ngths and wea	aknesses as yo	u see them?						
Overall Recommendation: (c		☐ Exceller	nt 🗆 Good	☐ Fair	□ Po	or			
ignature	Prin	nted Name		Title				Date	
hone Number			Relationship to	Applicant					
mail Address									
mail Address			City						

LIMITED TYPE B SUPERINTENDENT CERTIFICATION RECOMMENDATION LETTER #2

APPLICANT INFORMATION

To qualify for a Limited Type B Superintendent certificate, the applicant must obtain two recommendations attesting to their specific administrative skills. The applicant may provide this form to individuals who are able to assess their skill level in the seven specific areas.

1	First Name	M.I.	Last four (4) digits of So	cial Security	Number	
Mailing Address	City		State	e Zij	Code		
For the applicant listed above, district. Please provide inform administrative position.			=				school
Skill Areas				Excellent	Good	Fair	Poor
Organizational leadership							
Creation and/or maintenance	e of an effective work envir	onment					
Program oversight							
Project implementation							
Communication with diverse	stakeholder groups						
Compliance with established la	aws, policies, procedures and	d good business pr	actices				
Selection, appointment, over	sight, review, and evaluation	on of employees					
How long have you know the a	applicant?			1			
Describe the administrative po							
What are the applicant's stren	gths and weaknesses as yo	ou see them?					
O constitution (sh			7 r -:	D			
Overall Recommendation: (ch	eck <i>only</i> one)	nt □ Good □	∃ Fair □	Poor			
Overall Recommendation: (ch	eck <i>only</i> one)		∃ Fair □	Poor		Date	
Signature	, ,		itle	Poor		Date	
Signature	, ,		itle	Poor		Date	
Signature Phone Number	, ,		itle	Poor		Date	
Signature	, ,		itle	Poor		Date	
Signature Phone Number	, ,		itle	Poor		Date	State

SEAL OF THE LIMITED TYPE B SUPERINTENDENT CERTIFICATION

DISTRICT REQUEST & ASSURANCE FORM

	Name	First Name	2		Λ	1. I.		Last f	four (4	1) digit	ts of	Social	Secu	ritv N	lumbe	•	
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1111	person will be employed a	s the sch	ool distri	ict's sun	 perinter	nden	 t pendir	ng cer	tifica	ation	-			-			
		25 (116 5611					Perian	16 001			•						
	TRICT INFORMATION ne of District				Name	e of S	chool Boa	rd Pres	sident								
Distri	ict Office Address			City					Sta	ate		Zip	Code				
									Δ	ιK							
Distri	ict Phone Number				Distri	ct Fa	Number				1						
9	0 7 –	_			9	0	7 –				_ [
Schoo	ol Board President Email Addres	s									ı						
Befo	1) Official transcripts do 2) Proof of Program an Institutional Reco- program; and 3) A letter from the empore the expiration date (you 1) Updated Proof of Program an Institutional Reco 2) Updated Official transcompletion of three approved Alaska Mu 3) A letter from the empore the expiration of three approved Alaska Mu 3) A letter from the empore the expiration of three approved Alaska Mu 3)	Enrollmentin Enrollmentation of the control of the	ng the conting the coursevers of the course of the c	showi official t lic scho nt form ving the progres of apprivork); a lic scho	ng enr cranscri ol distr n show e compl ss or coved A nd	rollm pts s ict v ing letio comp	erifying or ogress n of a Subletion of a Studie	a Suthe continuing a supering a s	uperi ompl nued Sup ntenc Supe urser	etior emp erinte dent e rinte work	dent n of a ployr ende ende nde and	ent e orser d er	t. endor ment ndors ree (i	rsem pro	nent e gram ent p	ndors progra ; rograr	emen m, <u>Ol</u>
	ore the expiration date (ye	-									ممط	orco		- nrc	oram		
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Phone: (907) 465-2831 Limited Type B Superintendent Certification Fax: (907) 465-2441

LIMITED TYPE B SUPERINTENDENT CERTIFICATION PROOF OF PROGRAM ENROLLMENT FORM

In order for your Limited Type B Superintendent certificate to remain valid at the end of the Initial year, you must enroll in a state-approved superintendent endorsement program. This

	TION								
The school district requests the	he issuance of a Li	mited Type B S	uperintenden						
Last Name	First Name		M.I.	Last	t four (4) digit	s of Social S	Security Nu	ımber	
This person will be employe	ed as the school	district's supe	rintendent p	ending ce	ertification.				
Admission Information	:								
1. Has the applicant been ad	lmitted to an appr	oved superinte	endent endors	sement pr	ogram?	□ Yes □] No		
2. What is the applicant's an	ticipated program	completion da	ate?		(MM/D	D/YYYY)			
3. How many credits of the a	annroved program	has the applic	ant complete	45 	``	CREDI	TS		
•			arre comprete			CILLDI	13		
4. How many total credits ar	e in the approved	program?		CRED	DITS				
PROGRAM STANDARDS:									
Specify which standards	the approved	program me	ets:						
☐ CAEP/NCATE/TEAC	☐ State Stan	dards \square	Other:						
Degree Information: Sp	ecify the degree	the applicant	earned as pa	art of the	approved p	rogram:			
☐ Bachelor's ☐	Master's	☐ M.A.T.	•			J			
☐ Ed.D. ☐ Ph.		degree/endo tification ONL			Other:				
By signing below, I verify th	nat the applicant	has met all ir	stitutional re	equireme	nts for enro	ollment ir	n the app	proved pro	ogran
in the content areas listed a	above.								
Signature of Dean or Certifying O	fficial	Printed Na	ame		Title			Date	
Phone Number	_		Fax Number	_		_			
Doon's Email Address									
Dean's Eman Address									
Dean's Email Address									